



Election Observer Panel Plan

November 4, 2008

I. County & System Information

Shasta County Contact: *Cathy Darling* County Clerk, Registrar of Voters 1-530-225-5166

Vendor & Voting Systems: Sequoia AVC Edge and Optical Scan Paper Ballots –
Central Count 400C

II. Purpose

The Election Observer Panel is invited to observe all critical procedures of the election process, including Logic and Accuracy testing of each AVC Edge unit, absentee ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- ◆ County Grand Jury
- ◆ Board of Supervisors, CAO, city managers, and city clerks
- ◆ Representatives from all county central committees
- ◆ Other groups or individuals who have expressed an interest in observing the election process

IV. Duties, General Rules of Conduct

Observers may:

- ◆ Observe the proceedings at the polls, including the opening and closing procedures.
- ◆ Obtain information from the precinct index that is posted near the entrance.
- ◆ Make notes and watch all procedures.
- ◆ View all activities at the central counting site on Election Day.
- ◆ View the canvass of the vote activities following the election.
- ◆ View absentee and provisional ballot processing.
- ◆ Ask questions of staff or voters at the polls.
- ◆ Ask questions of supervisors at the central counting site.

Observers are responsible for:

- ◆ Checking in at each site, whether polling place or central counting site.
- ◆ Wearing an identification badge.
- ◆ Maintaining a professional manner while observing the election processes.
- ◆ Ensuring they do not interfere with the elections process.

Observers may not:

- ◆ Interfere in any way with the conduct of the election.
- ◆ Touch any voting materials or equipment or sit at the official worktables.
- ◆ Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- ◆ Display any election material or wear campaign badges, buttons or apparel.
- ◆ Wear the uniform of a peace officer, a private guard, or security personnel.
- ◆ Talk to central counting site workers while they are processing ballots.
- ◆ Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- ◆ Touch election personnel.
- ◆ Eat or drink in the polls or the central counting site.
- ◆ Assist in operations at any polling place.



Election Observer Instructions

Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.

The California Election Code provides for the public, candidates, committees and parties to observe ballot counting, Absentee and Provisional Ballot verification.

Observers may not disrupt the working environment of the Registrar of Voters staff, and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- ◆ Keep at arms length from the staff at all times and never touch a staff member.
- ◆ All questions and concerns must be addressed to the Registrar of Voters or the Assistant Registrar of Voters.

Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in and out with the department, with ROV staff, and must wear department badges for security purposes, turning them in to ROV staff before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The Office of the Registrar of Voters is strictly non-partisan. Please avoid partisan comments and discussions while in the department.

Observers cannot touch any paper ballot or electronic ballot (cartridge).

Observers cannot enter restricted areas unless accompanied by an election official, with appropriate security level.



Election Observer Activities

Presidential General Election - 2008

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Cathy Darling by e-mail at cdarling@co.shasta.ca.us or by phone at 530-225-5166.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 1643 Market St., Redding, CA 96001, unless otherwise noted.

Detail of Activities

- Vote-By-Mail Ballot Mailings – **Monday, October 6th, 2008** through **Tuesday, October 28th, 2008**. More than 200 ballots have already been mailed to our overseas and military voters. Beginning **October 13th, 2008** vote-by-mail ballots will be keyed in as received and signatures verified. If a signature is missing, efforts will be made to contact the voter.
- Vote-By-Mail Ballot Processing – begins **Friday, October 24th**, at 8 a.m. Elections Code §15101 allows election officials to begin processing vote-by-mail ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. While the 400C is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., November 4th.
- Logic and Accuracy Testing of the Edge touch screens is scheduled to begin **the week of October 6th** and conclude by **October 15th**. Testing of the 400C Central Count Units is scheduled for **the week of October 20th**. Please call for exact times.
- **Election Day** – enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the polls (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers. They may not handle official ballots or intrude upon the voting process.
- Election Night Procedures – After the polls close, results from the vote-by-mail ballots will be released at the office. Election officials who have worked the polls will bring their ballots and results cartridges from the polls to the County Clerk/Elections Department for the votes to be compiled. Result cartridges and Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. Semi-official election night results will be available in hardcopy at the office when all precinct ballots and cartridges are processed.
- On Thursday, **November 6th**, we will begin our official canvass of the vote, which includes processing all remaining ballots, researching provisional ballots, auditing the polls, conducting a 1% manual tally of all paper ballots, and VVPATs.
- Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 28 days of the election.

Polling Places for November 4, 2008 Presidential General Election – Vote-By-Mail Ballot Return - Election Day Only

Anderson Fire Station	1925 W Howard St.....	Anderson
Anderson Heights Elem School/Cafeteria	1530 Spruce St	Anderson
Anderson Veterans Hall	3210 W Center St	Anderson
Cloverdale Community Church.....	16350 Hawthorne Ave	Anderson
Cloverdale Fire Hall	16218 Cloverdale Rd	Anderson
Happy Valley Fire Hall	17441 Palm Ave.....	Anderson
Neighborhood Church of Anderson	4684 Rhonda Rd.....	Anderson
Seventh Day Adventist Church.....	2769 N Balls Ferry Rd.....	Anderson
St Michael's Episcopal Church	3001 Rupert Rd.....	Anderson
Verde Vale School/Classroom 1.....	19415 Jacqueline St	Anderson
True Life Church	11958 Deschutes Rd	Bella Vista
California Dept of Forestry/Johnson Park	37966 State Highway 299 E	Burney
Grace Community Bible Church	20218 Tamarack Ave.....	Burney
Presbyterian Church	Corner of Main & Marquette	Burney
North Cottonwood School.....	19920 Gas Point Rd	Cottonwood
First Baptist Church	Corner of Brush & High Sts	Cottonwood
West Valley High School/Wrestling Room	3805 Happy Valley Rd	Cottonwood
Fall River Mills Veterans Hall.....	24843 Long St.....	Fall River Mills
French Gulch – Whiskeytown School.....	11442 Cline Gulch Rd.....	French Gulch
Hat Creek Baptist Church	18735 V N Ln	Hat Creek
Lions Club	20814 Mammoth Dr	Lakehead
Fall River Lions Club Hall	44256 State Highway 299 E	Mc Arthur
Millville Elementary School	8570 Brookdale Rd	Millville
Oak Run Bible Church	13595 Althea Way.....	Oak Run
Junction Elementary School/Board Room	9087 Deschutes Rd	Palo Cedro
North Cow Creek School	10619 Swede Creek Rd.....	Palo Cedro
Palo Cedro Fire Hall.....	9418 Deschutes Rd	Palo Cedro
All Saints Episcopal Church.....	2150 Benton Dr.....	Redding
Alta Mesa Church of Christ/Annex behind	3504 Alta Mesa Dr	Redding
Alta Mesa School/Classroom 1	2301 Saturn Skyway.....	Redding
Bonnyview Baptist Church.....	2570 S Bonnyview Rd	Redding
Calvary Chapel of Redding/Youth Room	375 Lake Blvd	Redding
Enterprise School District Office	1155 Mistletoe Ln	Redding
Faith Assembly Church.....	8595 Airport Rd.....	Redding
First Christian Church	3590 Placer St	Redding
First United Methodist Church	1825 East St.....	Redding
Gateway Community Church.....	12681 Newtown Rd	Redding
Gold Hills Grill	1955 Gold Hills Dr.....	Redding
Grace Presbyterian Church	2095 El Verano St.....	Redding
Hilltop Estates Retirement Residence.....	451 Hilltop Dr	Redding
Jesus Name Apostolic Church	20651 Fig Tree Ln.....	Redding
Jones Valley Fire Station	14680 Ravine Rd	Redding
Juniper Academy/Room 17	375 Ellis St	Redding
Lassen View School/Gym-Cafeteria.....	705 Loma Vista Dr	Redding
Little Country Church	873 Canby Rd.....	Redding
Los Robles Estates/Clubhouse	875 Butternut Trl	Redding
Martin Luther King Memorial Center.....	1815 Sheridan St	Redding
Mistletoe School/Library.....	1225 Mistletoe Ln.....	Redding

Mount Calvary Lutheran Church.....	3961 Alta Mesa Dr	Redding
Mountain View Middle School/Library	675 Shasta View Dr	Redding
Mt Gate Community Service Dist Office	14508 Wonderland Blvd	Redding
Neighborhood Church of Redding	777 Loma Vista Dr	Redding
New Day Church.....	5221 Cedars Rd.....	Redding
New Life Center/Fellowship Hall.....	10582 Old Oregon Trl	Redding
Oakdale Heights West	101 Quartz Hill Rd.....	Redding
Pacheco School.....	7430 Pacheco School Rd	Redding
Pilgrim Congregational Church/Learning Center	2850 Foothill Blvd	Redding
Redding Christian Fellowship	2157 Victor Ave.....	Redding
Redding City Hall/Community Room	777 Cypress Ave.....	Redding
Redding Fire Station #2	3491 Placer St	Redding
Redding Fire Station #3	4255 Westside Rd.....	Redding
Redding Fire Station #4	2605 S Bonnyview Rd	Redding
Redding Fire Station #5/Formerly Enterprise Fire Hall	955 Hartnell Ave	Redding
Redding Fire Station #6	1695 Beltline Rd.....	Redding
Redding Fire Station #8	131 Churn Creek Rd.....	Redding
Redding Hilltop Apartments/Clubhouse	105 Hilltop Dr	Redding
Redding School District Office/Conference Room	5885 E Bonnyview Rd	Redding
River Oaks Retirement Residence	301 Hartnell Ave	Redding
Rocky Point Charter School/Media Center/Library	3500 Tamarack Dr	Redding
Sequoia Middle School/Performance Center	1805 Sequoia St	Redding
Seventh Day Adventist Church.....	2828 Eureka Way	Redding
Shasta College/North Entrance/Cafeteria Stage.....	11555 Old Oregon Trl	Redding
Shasta Lake Bible Fellowship Church	Fellowship Wy/Off Union Sch.	Redding
Shasta Meadows School/Library	2825 Yana Ave	Redding
Sierra Oaks Senior Living	1520 Collyer Dr	Redding
Simpson University/Emeriti Dining Ctr/President's Rm.....	2211 College View Dr	Redding
Spiritual Enrichment Center/Social Hall/South Entr	1905 Hartnell Ave	Redding
St James Lutheran Church	2500 Shasta View Dr	Redding
St Joseph Church/Basement.....	2040 Walnut St	Redding
Sycamore School/Rm 6/ Westwood Manor	1926 Sycamore Dr	Redding
Trinity Lutheran Church	2440 Hilltop Dr	Redding
Twin View Assembly of God Church	621 Twin View Blvd	Redding
Valley Christian Fellowship/Fellowship Hall	3180 Rancho Rd	Redding
Vineyard City Church	3276 Bechelli Ln	Redding
Westside Church of Redding	8780 Swasey Dr	Redding
YMCA	1155 N Court St	Redding
Mountain Community Center	29775 State Hwy 299 E	Round Mtn
Shasta Union Elementary School	10446 Red Bluff Rd	Shasta
Church of Christ.....	Cor. Deer Creek/Vallecito ..	Shasta Lake
John Beaudet Senior Community Center.....	1525 Median Ave.....	Shasta Lake
Pine Grove Fire Station.....	5220 Akrich St.....	Shasta Lake
Shasta Lake Fire Station	4126 Ashby Ct	Shasta Lake
Summit City Fire Station	13791 Lake Blvd	Shasta Lake
Open Door Community Church	33883 State Highway 44....	Shingletown
Shingletown Fire Station.....	31990 State Highway 44...	Shingletown
Whitmore Volunteer Fire Department	30480 Boggs Ln.....	Whitmore